

Reclamation Manual

Directives and Standards

Subject: RRA (Reclamation Reform Act of 1982) Reference Manual

Purpose: The purpose of the RRA Reference Manual is to provide guidance to employees involved with the implementation, administration, and enforcement of the RRA, the acreage limitation provisions of Reclamation law, and the Acreage Limitation Rules and Regulations (43 CFR Part 426). The RRA Reference Manual is needed to ensure that the acreage limitation provisions and the regulations are administered consistently Reclamation wide.

Authority: Reclamation Reform Act of 1982

Contact: Reclamation Law and Revenues Management Office, D-5200

1. History of the RRA Reference Manual.

- A. **Acreage Limitation Casebook.** In 1984, approximately 1 year after the first set of Acreage Limitation Rules and Regulations (43 CFR Part 426) had been promulgated, Reclamation prepared an Acreage Limitation Casebook (Casebook). The Casebook contained detailed reference materials relating to the administration and enforcement of the acreage limitation provisions.
- B. **RRA Reference Manual Replaced Casebook.** Many of the documents in the Casebook became obsolete when revised acreage limitation regulations were published in April 1987. Therefore, Reclamation discontinued the Casebook and issued the RRA Reference Manual. The RRA Reference Manual is a multi-volume set of looseleaf binders containing selected documents from the Casebook and relevant RRA documents issued between 1987 and the present. While the Casebook was made available to the public, the RRA Reference Manual was designed for internal use only.

2. Arrangement of RRA Reference Manual.

- A. **Sections.** The RRA Reference Manual is divided into sections corresponding to the various sections of the Acreage Limitation Rules and Regulations. Each document is assigned a section number based on the section of the regulations it addresses. The RRA Reference Manual also has additional sections. For example, one section contains a copy of the RRA and the Acreage Limitation Rules and Regulations and another section contains documents relating to administrative and enforcement matters.
- B. **Table of Contents.** At the beginning of each section, a table of contents lists the documents contained in that section. The table of contents gives the "date" and the "to," "from," and "subject" lines for each document. Some documents are classified for

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more than one section of the RRA Reference Manual. In these cases, a table of contents entry is made in each section the document has been classified. Each entry shows all the classification numbers applicable to the document; however, the RRA Reference Manual contains only one copy of the document. The table of contents indicates the section of the manual in which the document is located.

- C. **Clarification Sheets.** Some documents in the RRA Reference Manual contain minor points that need to be corrected or clarified. In these cases, the document directs the reader to a Clarification Sheet which explains the changes or clarifications needed. Clarification Sheets are located after the table of contents in each section of the RRA Reference Manual.
- 3. **Updates to the RRA Reference Manual.** The RRA Reference Manual is updated after each RRA coordinators' meeting, which are usually held four times a year. Coordinators' meetings are attended by the RRA coordinator from each region and an RRA representative from the Reclamation Law and Revenues Management Office in the Office of Policy. During the meetings, the participants decide what updates should be made to the RRA Reference Manual. After each meeting, updates are distributed to those Reclamation employees who are recipients of the RRA Reference Manual.
- 4. **Requirement to Use the RRA Reference Manual.** Most documents in the RRA Reference Manual provide detailed guidelines or address topics or issues not found in the RRA or the Acreage Limitation Rules and Regulations. Therefore, all Reclamation employees involved with the implementation, administration, and enforcement of the RRA and the regulations are directed to comply with the policy and guidance set forth in RRA Reference Manual documents. This will ensure that the RRA and the associated regulations are administered and enforced consistently Reclamation wide.
- 5. **Availability of RRA Reference Manual.** Copies of the RRA Reference Manual can be obtained from the Reclamation Law and Revenues Management Office (D-5200); telephone: (303) 445-2897.